

**MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF
DEFENSE DEPENDENT SCHOOLS, EUROPE, AND (these should be individualized for
each student)**

INTRODUCTION:

The Department of Defense Dependent Schools, Europe, (hereafter referred to as DoDDS-E) assists students of stateside universities and colleges (hereafter collectively referred to as universities) in completing one of their discipline's requirements through its student teacher program. The DoDDS-E program recruits academically superior university and college students for a mutually rewarding teaching experience within the Federal government sector. Each year through Memorandum of Agreements between DoDDS-E and participating universities, the universities submit the applications of prospective student teachers for DoDDS-E review. From those students submitted for consideration, DoDDS-E selects students who exhibit superior academic and extra-curricular records for student teaching assignments at one of its schools located in Europe and Asia.

UNDERSTANDING AND COMMITMENTS:

In and for the consideration of DoDDS-E providing the necessary student teaching training as required by (list name of university) and (list name of student teacher), (hereinafter referred to as student teacher), providing his or her time and energy to assist in educating the DoDDS-E student body within his or her assigned classrooms, both parties agree as follows:

DoDDS-E

1. DoDDS-E will provide the student teacher with classroom space, daily teaching guidance, mentoring and feedback from experienced DoDDS-E teachers, and necessary supplies so that the student teacher can successfully fulfill his or her university student teaching requirement.
2. DoDDS-E will not compensate the student teacher under any payment schedule for time spent as a student teacher per agreement with the student teacher's sponsoring university and applicable Federal statutes and DoDDS-E personnel regulations.
3. Students will receive entitlements/individual logistical support (ILS) as authorized by the overseas commander and which are consistent with applicable Status of Forces Agreements or other international agreements.

Student Teacher

1. The student teacher will comply with all regulations and guidelines applicable to DoDDS-E teachers at the school where he or she is assigned.
2. The student teacher warrants that he or she is serving in this capacity gratuitously and will not submit a claim for compensation for the time spent as a student teacher with DoDDS-E.

3. The student teacher understands that he or she is entitled to workers' compensation benefits for work-related injuries that he or she sustains while serving as a student teacher with DoDDS-E under existing Federal statutes.

4. The student teacher agrees to comply with the guidelines and expectations outlined in attachment one to this agreement.

5. This agreement will remain in effect from (outline timeframe of student teaching assignment)

Student Teacher DoDDS-E Representative

**DEPARTMENT OF DEFENSE DEPENDENT SCHOOLS EUROPE (DoDDS-E)
GUIDELINES AND EXPECTATIONS FOR STUDENT TEACHERS
SCHOOL YEAR 2000-2001**

1.0 Program Objectives.

The Department of Defense Education Activity (DoDEA) and DoDDS-E have established a student teaching program with participating American universities and colleges (hereinafter referred to as universities) wherein student teachers are assigned for a semester to DoDEA schools in Europe and Asia to work with certified DoDDS-E master teachers. DoDDS-E gains the assistance that the student teachers provide, in and outside of the classroom, and the student teachers fulfill university and state certification requirements.

Student teachers are expected to meet the performance guidelines and expectations outlined below. These performance guidelines and expectations are similar to the standards and requirements that DoDDS-E expects from its certified teachers.

2.0 Guidelines and Expectations.

2.1 Instructional Planning. The student teacher, under the guidance and supervision of a DoDDS-E master teacher, will develop instructional plans using DoDDS-E curriculum guides, approved textbooks, and other related materials

2.1.1 The student teacher, under the guidance and supervision of a DoDDS-E master teacher, will prepare and maintain written plans consistent with instructional objectives. This includes preparing written long-range goals; short-range goals; and a written daily schedule of instruction.

2.1.2 The student teacher, under the guidance and supervision of a DoDDS-E master teacher, will identify instructional strategies geared to the level of the learners. These strategies will differ among large groups, small groups and individualized instruction. This includes developing plans for relevant student activities and preparing units of instruction that reflect student needs and readiness by using the results from standardized and certified teacher-made tests.

2.1.3 The student teacher, under the guidance and supervision of a DoDDS-E master teacher, will follow a developmental teaching sequence and modify plans as necessary. This includes adjustments and updates in planning in response to student performance; a design of lessons in a clear, logical, and sequential format; and plans that incorporate the content from previous levels of learning to ensure continuity and sequence.

- 2.1.4 The student teacher, under the guidance and supervision of a DoDDS-E master teacher, will ensure instructional materials, supplies, and equipment are ready for use. This includes ensuring that printed material is clear and legible; testing of audio-visual equipment before use; suitability of instructional material; and that all supplies and materials are readily available for the students.
- 2.1.5 The student teacher, under the guidance and supervision of a DoDDS-E master teacher, will maintain a current substitute folder. The substitute folder will include an explanation of the school attendance procedures, a student roster and /or seating chart, identification of students and times for pull-out programs, a daily schedule, an explanation of emergency procedures, and alternative lesson plans.

2.2 Classroom Management. The student teacher, under the guidance and supervision of a DoDDS-E master teacher, will effectively manage the classroom.

- 2.2.1 The student teacher, under the guidance and supervision of a DoDDS-E master teacher, will organize and maintain a classroom environment that promotes learning. This includes the maintenance of an uncluttered classroom and using visual displays; using the physical environment to support current leaning activities; ensuring that materials can be read, seen, and/or heard by the students; ensuring the needs of special students are being met; and ensuring that the physical climate is conducive to learning to the extent possible.
- 2.2.2 The student teacher, under the guidance and supervision of a DoDDS-E master teacher, will engage students in the learning process. This includes the promotion of personal goal-setting; soliciting the students' questions and comments; and encouraging open communication in the classroom.
- 2.2.3 The student teacher, under the guidance and supervision of a DoDDS-E master teacher, will establish and implement an effective behavior management program. This includes promoting self-discipline, providing clear guidelines for student behavior, administering praise and punishment fairly and consistently, and attempting to find and eliminate causes of undesirable behavior.
- 2.2.4 The student teacher, under the guidance and supervision of a DoDDS-E master teacher, will use instructional time, material and resources effectively. The student teacher, in collaboration with the DoDDS-E master teacher, will establish an understandable set of routine classroom practices, begin activities promptly, avoid unnecessary delays and inappropriate digressions, and minimize transition time.

2.3 Student Evaluation.

- 2.3.1 The student teacher, under the guidance and supervision of a DoDDS-E master teacher, will use formal and informal assessment measures to determine student needs and progress, to include construction of tests that reflect what has been taught; appropriate use

of test results; and recordation of data accurately for systematic evaluation of student progress.

- 2.3.2** The student teacher, under the guidance and supervision of a DoDDS-E master teacher, will recognize individual student abilities, interests, and needs. This includes modification of evaluation tools and techniques for unique needs of students; referral of students with special needs to resource personnel; and following Case Study Committee (CSC) recommendations for evaluating identified students.
- 2.3.3** The student teacher, under the guidance and supervision of a DoDDS-E master teacher, will communicate evaluation procedures and provide timely feedback to students and parents. This includes making methods of evaluation clear and purposeful, providing timely notification to parents of student progress, and providing time for student and parent conferencing.
- 3.0** DoDDS-E retains the right to direct the student teacher's efforts as it sees fit for the benefit of DoDDS-E and the education of its student body.
- 4.0** DoDDS-E will specify the place of work, the specific work hours required, and the curriculum that the student teacher will teach.
- 5.0** The student teacher does not have a right to hire or otherwise retain a substitute for the performance of his or her duties as enumerated above and below.
- 6.0** The student teacher has an obligation to DoDDS-E to devote his/her time and energy fully to the tasks described above.